

BID # **2021-7-7**

**MOSS POINT SCHOOL DISTRICT
Request for Proposal
4924 Church Street
MOSS POINT, MISSISSIPPI 39563
TELEPHONE
(228) 475-4558**

The Moss Point School District will receive bids for the purchase of the following:

BID NUMBER: 2021-7-7
DESCRIPTION: 90 Promethean ActivPanels

The Moss Point School District will accept un-priced sealed bids until **2:00 P.M. MONDAY, August 23, 2021**, online at www.centralbidding.com. Submissions will be evaluated and qualified vendors will then be invited to submit priced bids via reverse auction. The Electronic Reverse Auction will be held **THURSDAY, August 26, 2021 from 1:30 P.M. CST until 2:00 P.M. CST**.

Official bid documents may be obtained via the following web address: <https://www.mpsdnow.org/>. You may also download the documents from Central Bidding at www.centralbidding.com for a fee.

The Moss Point School District reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

For any questions relating to the reverse auction process, please call Central Bidding at 225-810-4814.

Inquires regarding the bid specifications should be directed to: Travis Hart, Director of Purchasing, at the following email: thart@mpsdnow.org.

INTRODUCTION

The Moss Point School District seeks to purchase laptop sleeves for use by the district.

To assure high and satisfactory quality, design and operation of products, reference has been made to **Promethean ActivPanels** brand name. Bidders must bid **Promethean ActivPanels** for their bid to be accepted. Any other product will not be accepted and anyone bidding anything other than **Promethean ActivPanels** will not be allowed to participate in the reverse auction.

Please note the School District will be utilizing the reverse auction process for this purchase. The bid process now requires two steps. If you qualify after the first step, you will be invited to take part in the Reverse Auction on **August 26, 2021**. All costs associated with this project SHALL BE included in the Reverse Auction. All instructions are provided within this bid packet. If you have any questions during the bid process, please direct them to the Director or Purchasing. If you have questions on the reverse auction process, please direct those to Central Bidding.

Thank you for your time and effort and we look forward to this being a positive experience for you as a bidder.

BID CALENDAR

BID NUMBER 2021-7-7

Bid Publication	8/11/21
Bid Publication	2/24/21
Un-Priced Proposals Due	8/24/21
Reverse Auction Bidding	8/27/21
Recommendation to MPSD Board	8/10/21

BIDDER INSTRUCTIONS

B-1 - DELIVERY OF BIDS:

1. The Moss Point School District will accept un-priced sealed bids until **2:00 P.M. MONDAY, August 23, 2021**, online at www.centralbidding.com. Submissions will be evaluated, and qualified vendors will then be invited to submit priced bids via reverse auction. Submission should include all samples and specifications required along with the bid proposal form. The Electronic Reverse Auction will be held **THURSDAY, August 27th, 2021 from 1:30 P.M. CST until 2:00 P.M. CST**.
2. Bids or alterations by paper, fax, telephone or email **WILL NOT** be accepted.
3. If the Moss Point School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

B-2 - PRICES:

1. While it is the intention of the Moss Point School District to award this bid to a single lowest and best bidder, the right is reserved to accept the bids based on the basis of individual line item or by total bid price which ever is deemed to provide the maximum benefit to the district.
2. Bid prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
3. All bids must be firm prices, free of any escalator clauses.
4. Prices should include any and all applicable taxes, as Moss Point School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
5. While it is the intention of the Moss Point School District to purchase the specified quantities, the right is reserved to accept bids on the basis of individual line item or

by total bid price which ever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.

B-3 - BID ADDENDUM:

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be posted on the district website and on www.centralbidding.com. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

B-4 - PROPER EXECUTION

1. All bids must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. Bids should be checked before submission for accuracy and correctness since the Moss Point School District **WILL NOT** be responsible for any errors for which the Bidder is responsible.
3. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.

B-5 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, that to the best of their knowledge and belief:

- A. The prices in their bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
- B. Unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
- C. No attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

B-6 - BID WITHDRAWAL and MODIFICATION:

1. No bid withdrawals will be accepted by telephone, fax or email.
2. If a Bidder withdraws his bid, all documents shall remain in the possession of the Moss Point Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
3. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

B-7 - BID OPENING:

1. All bid openings are open to the public. The Moss Point School District staff will read a summary of each bidder's proposal and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Moss Point School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

B-8 - RIGHT TO REJECT BIDS:

The Moss Point Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

B-9 - BID ACCEPTANCE:

1. If Moss Point School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder meeting specifications, price and other factors considered. The low bid is not always the best bid. Other factors to be considered include, but are not limited to: conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Moss Point Board of Education.

B-10 - BILLING/ORDERING

1. All items or services shall be billed to the individual school(s) or department(s) to which they are delivered or performed, unless otherwise specified in the BID SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Moss Point School District, 4924 Church Street, Moss Point, Mississippi 39563, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.

3. Payment of above described invoices shall be on the 2nd Tuesday of each month.
4. No negotiations, decisions or actions shall be executed by any bidder as a result of any discussions with any District employee. Only transactions that are on a Moss Point School District purchase order may be considered official.

B-11 - DAMAGE OR LOSS:

1. Any damage or loss to Moss Point School District property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Moss Point Board of Education, at the Bidder's expense, within a reasonable time set forth by the Moss Point Board of Education.
2. The successful Bidder shall hold the Moss Point Board of Education, Moss Point School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

B-12- DELIVERY:

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to points of receipt. All related cost for delivery are to be borne by the Bidder and should be included in their bid.
3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Moss Point School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Moss Point School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Moss Point School District reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

BID SPECIFICATIONS

C-1. GENERAL SPECIFICATIONS & REQUIREMENT AND PROCEDURES:

1. This bid is to establish pricing for the purchase of 90 Promethean ActivPanels.
2. Furnish and deliver all items listed in these bid specifications according to all the specifications.
 - ActivPanel Titanium 70" including wall mount and HDMI cable
 - Chromebox with Mount.
 - Premium 5 Year Warranty On-site parts and labor
 - On site orientation training session
 - Installation (must be completed by Promethean certified installers)
3. While it is the intention of the Moss Point School District to award this bid to a single lowest and best bidder, the right is reserved to accept the bids based on the basis of individual line item or by total bid price which ever is deemed to provide the maximum benefit to the district.
4. The reverse auction price should be bid as total price for all items.

C-2. QUALITY ASSURANCE

To assure high and satisfactory quality, design and operation of products, reference has been made to **Promethean ActivPanels** brand name. Bidders must bid **Promethean ActivPanels** for their bid to be accepted. Any other product will not be accepted and anyone bidding anything other than **Promethean ActivPanels** will not be allowed to participate in the reverse auction.

C-3. EXECUTION AND DELIVERY:

1. Delivery shall be to the following address within the Moss Point School District.
 - a. Moss Point High School
Address: 4913 Weems St, Moss Point, MS 39563
 - b. Magnolia Jr. High School
Address: 4630 Magnolia St, Moss Point, MS 39563
 - c. Moss Point Escatawpa Upper Elementary
Address: 4208 Jamestown Rd, Moss Point, MS 39563
 - d. Kreole Primary Elementary School
Address: 6312 Martin Luther King Boulevard
Moss Point, MS 39563

BID # **2021-7-7**

BID ITEM: Purchase of Promethean ActivPanels

D-1 I/We propose to provide the items according to the specifications as listed in this bid.

D-2 I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

D-3 I/We, the undersigned, do hereby understand and accept the conditions outlined in the BIDDER INSTRUCTIONS:

Firm / Bidders Name :

(Type or Print)

Signed :

Title :

Contact :

Address :

Telephone :

Date :